



Classification: Energy Commission Specialist II (EFF)	Position No. 440-4936-013
CBID: R10	Office: Local Assistance and Financing
Date Prepared: August 8, 2013	Division: Efficiency
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

The Energy Commission Specialist II (EFF) is under the general supervision of the Energy Commission Supervisor II (TED) in the Local Assistance and Financing Office of the Efficiency Division, Proposition 39 implementation effort. The Energy Commission Specialist II (EFF) will provide expert subject-matter consultation and serve as a prime resource and program lead for one or more of the sub-programs under the Proposition 39 Implementation Program. This is a complex, time sensitive and multi-faceted program involving: technical assistance, energy project expenditure plan review and revolving loan program for local educational agencies (K-12 school districts, charter schools and county offices of education), and community colleges for energy efficiency building upgrades and for new construction. The program consists of the following subprograms: 1) Energy Project Expenditure Plan grant program; 2) Energy Conservation Assistance Act (ECAA)-Education revolving loan program; and 3) Bright Schools Program (BSP) technical assistance grant program.

WORKING CONDITIONS: The work is performed primarily in an office, conference room and hearing room environment. It may require standing and walking, as well as sitting for long periods of time. Some travel is required to attend off-site meetings or participate in conferences, workshops and hearings. Additional hours beyond an eight hour workday or 40-hour workweek may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Energy Commission software such as word processing, electronic mail, WebEx and Internet browsers.

DUTIES AND RESPONSIBILITIES:

- 60% Serve as a prime resource and program lead for one of the Proposition 39 Implementation Programs including review and approval of applications for the most complex Energy Project Expenditure Plans, managing the most complex ECAA-Education loans and/or Bright Schools Program technical assistance grant projects. Provide program guidance and policy recommendations pertaining to energy efficiency and renewable energy project financing for local education agencies. Provide expert consultation and guidance to project managers and Energy Commission management to resolve unique and complex issues associated with the Proposition 39 Implementation Program. Interact with other Commission divisions and offices (e.g. Administrative Services Division, Office of the Chief Counsel) to establish and maintain appropriate interdivisional coordination to ensure successful program delivery and implementation including adherence to legal and contractual requirements. (E)
- 15% Conduct project development for the various technical assistance and loan financing programs under the BSP and ECAA education subaccount. Conduct scoping visits and

DUTY STATEMENT

project site assessments. Identify energy saving and renewable energy opportunities within the public sector. Calculate, analyze, and confirm energy saving estimates. Review and approve consultant reports/analyses for accuracy and completeness related to projects under the various technical assistance and loan programs. (E)

10% Manage complex contracts, grants and loans related to local education agency and community college energy efficiency and renewable energy projects. (E)

10% Provide expert consultation, recommendations, guidance, updates and outreach on funding and economic issues pertaining to California's Proposition 39 Implementation Program to the Energy Commission management, staff, Commissioners, Legislature, other states, the Citizens Oversight Board, program participants, contractors, and members of the public. (E)

5% Perform other duties as required consistent with the specifications of this classification. (M)

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
<div style="border-bottom: 1px solid black; width: 100%;"></div> Vacant Date Energy Commission Specialist II (EFF)	<div style="border-bottom: 1px solid black; width: 100%;"></div> William Pfanner Date Energy Commission Supervisor II (TED)